

CALIFORNIA **STATE AUDITOR**



CLARIFY ISSUES. FORMULATE SOLUTIONS.
POSITIVELY IMPACT CALIFORNIANS.

OUR MISSION

The California State Auditor promotes the efficient and effective management of public funds and programs by providing citizens and the State independent, objective, accurate, and timely evaluations of state and local government activities.

CAREER OPPORTUNITY

**CHIEF DEPUTY
STATE AUDITOR,
OPERATIONS**



auditor.ca.gov



WHO WE ARE

The California State Auditor is the State's independent and nonpartisan auditing and investigative arm, serving the California State Legislature and the public. For nearly 60 years, the office has served California by auditing and reviewing state, local, or publicly created agency performance and operations; identifying wrongdoing or mismanagement; and providing insight on issues. Our audits result in truthful, balanced, and unbiased information that clarifies issues and brings more accountability to government programs. We pride ourselves on proposing innovative solutions to problems identified by our audits so that state agencies can better serve Californians. Each year our recommendations result in meaningful change to government, saving taxpayers millions of dollars.

THE POSITION

Reporting directly to the State Auditor, the Chief Deputy State Auditor, Operations has full executive responsibility for the office's day-to-day operations. Specifically, the position directs the administrative services, public affairs and audit quality control, the state and local government agency high risk audit programs, and legislative and governmental affairs. The Chief Deputy State Auditor, Operations provides executive leadership and guidance and is responsible for developing and updating the policies and procedures relating to the operations of the office.

THE IDEAL CANDIDATE

The Chief Deputy State Auditor, Operations is a proven visionary leader of the utmost integrity, a strategic thinker, and an energetic, team-oriented participative manager. The ideal candidate will have a proven track record of effectively leading a multidisciplinary professional staff and bring current knowledge of best practices and the latest techniques in running a highly efficient and quality-focused office. The ideal candidate will be politically astute yet apolitical, poised, savvy, and will possess exceptionally strong interpersonal and communication skills.

Candidates should possess working knowledge of government auditing standards, the organization and functions of California government, and state regulatory, legislative analysis, and budget processes.

COMPENSATION/BENEFITS

The annual salary range for the Chief Deputy State Auditor, Operations is \$128,256–\$190,620. Placement within the range will be dependent on the qualifications of the successful candidate. Features of the comprehensive benefit package include:

- Retirement (defined benefit plan), as well as 401(k) and 457 deferred compensation plans
- Health, dental, and vision coverage
- Basic group life insurance
- Annual Leave Program
- Pre-tax parking

For more details about employee benefits, visit the California Department of Human Resources ([CalHR](#)).





APPLICATION PROCESS

If you are interested in this exciting opportunity, please submit a state application ([Std. 678](#)) and a statement of qualifications (SOQ) with specific information on how your background, knowledge, skills, and abilities meet the desirable qualifications.

DESIRABLE QUALIFICATIONS

The SOQ must specifically address, in numerical order, the desirable qualifications listed below. The SOQ must not exceed three pages, single-sided and single-spaced. Failure to follow this format may result in disqualification.

- 1 Experience in public administration, business analysis, personnel management, budgeting, leadership and strategic thinking which demonstrates the ability to motivate and manage a productive and engaged staff.
- 2 Ability to recognize and understand the political environment and consequences of actions while being cognizant of the role and responsibility of the California State Auditor.
- 3 Experience and demonstrated effectiveness in implementing initiatives, policies, and strategic objectives and goals as a member of a management team exhibiting leadership, creativity, and sound judgment.
- 4 Experience advising and managing the work of a multidisciplinary professional and administrative staff and integrating the activities of diverse programs to attain common goals.
- 5 Knowledge of Government Auditing Standards issued by the Comptroller General of the United States to ensure auditing activities adhere to standards.
- 6 Experience using Government Auditing Standards issued by the Comptroller General of the United States (the "Yellow Book") to review comprehensive reports and recommendations.
- 7 Possession of effective written and verbal communication skills; strong negotiation skills; and particularly the ability to represent the State Auditor's office effectively, internally and with the public.

- 8 Experience with and knowledge of the State regulatory, legislative analysis, and budget processes.
- 9 Knowledge of the organization and functions of California state government including the organization and practices of the Legislature, and the Executive Branch.
- 10 Experience with and knowledge of the state civil service merit system; principles, practices, and trends in public administration, organization, and management.
- 11 Experience with and knowledge of legislative and governmental affairs issues including working relationships with legislative staff, consultants in leadership, and fiscal and policy committees.

NOTE: The Chief Deputy State Auditor, Operations is a Career Executive Assignment (CEA) position. Submission of the application package is considered to be the CEA examination which will be scored by a screening committee. You can view the [official examination announcement](#) on our website.

APPLICATIONS MUST BE SUBMITTED BY

December 1, 2017

California State Auditor
Human Resources Office
621 Capitol Mall, Ste 1200
Sacramento, CA 95814

CONTACT INFORMATION

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The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants. Any applicant receiving a conditional job offer will be subject to a background check, fingerprinting and an inquiry to the CA Department of Justice to disclose criminal records prior to appointment.